



# CITY OF ATLANTA

## Job Announcement

### CODE ENFORCEMENT OFFICER

**STARTING SALARY: \$31,534**

**SALARY GRADE: 13**

**Applications Accepted From: August 22, 2005 until September 2, 2005**

#### **Minimum Job Requirements**

Persons applying must have a high school diploma (or GED) and one year of real estate appraisal, building construction, inspection or related field or experience as a certified home inspector.

#### **Licenses and Certificates**

Persons selected for this position possess and maintain a valid Georgia Driver's License and be eligible to become a Special Police Officer for the duration of employment.

#### **Duties of the Job:**

Working in a collaborative effort between the City's Department of Planning and Community Development and the Atlanta Police Department, this employee investigates and makes field inspections of residential, structural, and dwelling units to ensure compliance with the City's housing codes; prepares notices of violations indicating requirements for compliance with the City's housing codes; examines tax and title records to obtain name and addresses of property owners; delivers notices of needed repairs on structures to owners; prepares detailed reports on inspections for future court appearances; provides support to displaced tenants by referring them to social service assistance agencies; approves repairs made to residential buildings/dwellings after initial inspections; prepares cases for court; serves court citations; and testifies in court as an expert witness for the City. Employees will be required to operate City vehicles in performing their job duties.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, OR HIGHLY QUALIFIED.

**The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.**

Vehicle provided.